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1.0 Purpose

The Accelerator Science Experiment Conduct of Operations (COO) is written to provide guidance to personnel conducting experiments within a Jefferson Lab accelerator facility. This appendix outlines the responsibilities and process steps; identifies special training requirements; installation and operational details of experiment specific equipment; and specific beam parameters which are required to perform the experiment.

2.0 Scope

The process steps for this procedure are performed in coordination with [ES&H Manual Chapter 3130 Accelerator Science Experiment Review Process](#). The completed form determines the parameters for the experiment and is valid for a maximum of 365 days from approval. If additional experiment time or configuration is required, another form must be completed and submitted to one of the following Operations Coordinators:

- Director of Accelerator Operations (for CEBAF experiments)
- LERF Operations Coordinator (for LERF experiments)
- UITF Facility Manager (for UITF experiments)

3.0 Responsibilities

NOTE: Management authority may be delegated to a task qualified Jefferson Lab employee at the discretion of the responsible manager.

3.1 [Experiment Facility Leader - Director of Accelerator Operations \(CEBAF\), LERF Operations Coordinator or UITF Facility Manager](#)


- Review the completed Accelerator Science Experiment COO form and approve the new equipment to be installed in the facility, if acceptable.
- Establish an optimal setup in in the facility for achievement of the experiments required parameters.
- Ensure the completed Accelerator Science Experiment COO form includes specific contact information and instructions for operation. If acceptable, forward to the DSO for approval.

3.2 [Experiment Lead Scientist](#)

- Complete the Accelerator Science Experiment COO form for the experiment to be conducted in the accelerator.
- Submit the completed form to the Experiment Facility Leader for review.

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3.3 Division Safety Officer

- Approve the Accelerator Science Experiment COO form.
- Distribute the approved, original Accelerator Science Experiment COO form to the MCC Control Room. Distribute copies to the Experiment Lead Scientist, the LERF Control Room or UITF Control Room, ESH&Q Document Control, the ESH&Q Liaison, and the Area Safety Warden.

4.0 Process Steps

Step 1: Accelerator Science Experiment ID Number: The assigned number given to the experiment defined in the corresponding Accelerator Science Experiment Safety Assessment Document (ESAD). See [ES&H Manual Chapter 3130 Appendix T1 Accelerator Science Experiment Safety Assessment Document Instructions](#).

Step 2: Revision Number: Each ESAD may have more than one COO. When a revision is required it is given a unique number under the original ESAD document.

Step 3: Introduction: Provide the basic experiment and contact information requested. Information should be similar to that provided on the corresponding ESAD.


Step 4: Experiment Conduct Of Operations:

- The Lead Scientist completes the information requested.
- Contact the facility Operations Coordinator for assistance.
- Submit the completed form to the Experiment Hall Leader and facility Operations Coordinator for review and approval.

Step 5: Review and Approval of Conduct of Operations:

- Experiment Facility Leader reviews Accelerator Science Experiment COO and accepts or returns to Experiment Lead Scientist for revision. When acceptable Experiment Facility Leader forwards COO to Division Safety Officer for approval.
- Division Safety Officer reviews COO and approves or returns for revision.
- When approved, the Division Safety Officer delivers the original document to the MCC Control Room (for CEBAF or

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LERF experiments), or the UITF Control Room while copies of the COO are distributed to the Experiment Lead Scientist, the LERF Control Room (for LERF experiments only), ESH&Q Document Control, the ESH&Q Liaison, and the Area Safety Warden.

5.0 Revision Summary

Revision 2.0 – M/D/19 –

Revision 1.0 – 11/23/10 – Updated to reflect current laboratory operations



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